

REPORTS INVENTORY

CONTROL NO.

DDP - 92

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE☐ MACHINE-NAME LISTING

ROIC MONTHLY

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

Operations

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES

☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

FE

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Regional Office, Vietnam

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

Province Reports

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
									\$4,320.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$4,320.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Don't know.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)			MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE				728	\$4,320.00
<input checked="" type="checkbox"/> DISCONTINUE					

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION